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DD/M&amp;S 23-3772

20 SEP 1973

MEMORANDUM FOR: Deputy Director for Management and Services  
 SUBJECT : Nonstandard Work Schedules - DDO Services Staff  
 REFERENCE : a. Memo for Ex Dir-Compt from D/Pers dtd 21 Dec  
 71; Subject: Nonstandard Work Schedule  
 b. [REDACTED] Hours of Work

STATINTL

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1. Action Requested: The attached request from the Acting Chief, [REDACTED] DDO to establish a nonstandard workweek is transmitted to you for your approval.

2. Basic Data or Background:

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a. During the last two years the DDO/ [REDACTED] has been operating two or three Saturdays and one Sunday each month on an overtime basis. This overtime has been necessary to support development and implementation of the STAR (Storage and Retrieval) System. STAR includes programs that automate the main DDO index, e.g., the very large index used in support of name tracing. Automation of the main index will further increase the work load of the Computer Operations Section and necessitate utilization of the Center on a 24-hour, seven day a week basis.

b. The Center has adequate personnel to meet scheduling requirements of the shift schedule requested - shift personnel would work six twelve-hour workdays and one eight-hour workday each pay period.

c. The following guidelines will govern leave and pay accounting under the schedule and are in accordance with paragraphs 10 and 11 of the referent memorandum.

(1) Employees at the GS-11 and below level would be paid overtime for work in excess of 80 hours in a two-week, 80-hour pay period.

(2) Employees GS-12 through GS-14 may receive overtime payments for directed overtime worked in excess of 96 hours in a two-week, 80-hour pay period.

**ADMINISTRATIVE**

**ADMINISTRATIVE**  
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(3) Employees entitled to Sunday, holiday, or night differential pay would receive such pay, when appropriate, for hours worked not in excess of 12 within a regularly scheduled workday.

(4) Annual and sick leave will be charged according to leave taken against the employee's established work schedule.

(5) Otherwise the provisions of [REDACTED] would remain unchanged and would pertain to the irregular work schedules. STATINTL

3. Staff Position: The proposal appears to be sound and is in accordance with Agency policy pertaining to nonstandard work schedules.

4. Recommendation: I recommend that you approve the establishment of the nonstandard work schedules as requested.

STATINTL



John F. Blake  
Director of Personnel

Att

STATINTL

APPROVED :



21 Sept 75  
Date

DISAPPROVED: \_\_\_\_\_

Date

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